

SEMAP Indicators Report Guide

**Public and Indian Housing Inventory Management
System (IMS)
Form-50058 Module**

Spring 2007 Final

(Approved November 15, 2006)



Table of Contents	Page
1. SUMMARY.....	1
2. REPORT APPLICATIONS.....	2
2.1. PHA USES FOR THE REPORT.....	2
2.2. HUD USES FOR THE REPORT.....	2
3. USER SELECTION CRITERIA.....	3
3.1. PROGRAM TYPE	3
3.2. GEOGRAPHIC SUBSET (LEVEL OF INFORMATION)	3
3.3. TIME SPAN SUBSET	4
4. REPORT LAYOUT	5
4.1. REPORT SCHEMA.....	5
5. BUSINESS RULES	20
5.1. GENERAL GUIDELINES	20
5.2. BUSINESS RULES	21

1. Summary

The *Section 8 Management Assessment Program (SEMAP) Indicators Report* provides information to Public Housing Agencies (PHAs) on the data used from the Public and Indian Housing Inventory Management System (IMS) to score their SEMAP certification. SEMAP scores are the primary way HUD assesses the management of the Housing Choice Voucher Program. There are 14 indicators in SEMAP and one bonus indicator. Small PHAs that are non-troubled are permitted to submit a SEMAP certification and to receive a SEMAP score every other year under the Small PHA Deregulation Rule.

The SEMAP Indicators Report provides PHAs with the same data used by HUD Field Offices to score the SEMAP. The Report contains the data used to score the most recent SEMAP as well as data on the most recent information in IMS that would be used to score the PHA's next SEMAP. Thus, the Report provides historical information on how the last assessment was determined as well as on-going information to help PHAs prepare for their next SEMAP score.

The SEMAP Indicators Report includes data on Housing Choice Voucher families only, which includes tenant-based vouchers, project-based vouchers, project-based certificates, and homeownership vouchers.

The data displayed in the Most Recent Scored SEMAP Indicators Report will be linked to the 50058 Extract Details chart in the IMS SEMAP Module for scoring purposes.

2. Report Applications

There are a variety of different uses for IMS reports. This section highlights some of the important data fields in the report and describes the ways IMS users can use the data contained in this report.

2.1. PHA Uses for the Report

- **Conduct Self-Assessments**

The indicators in the SEMAP Indicators Report focus directly on operational performance and offer a PHA the information needed to conduct a self-assessment throughout the year. The PHA can use the Year-to-Date Report to assess their performance if SEMAP were scored at the time the report is printed.

- **Improve Performance**

PHAs can use the SEMAP Indicators Report to determine how well it manages its Voucher program. It can also help a PHA gain insight into the key strengths and weaknesses of a particular Voucher program. PHAs can use the SEMAP Indicators Report to target performance improvement efforts. The SEMAP Indicators Report provides the names of participants whose records are considered overdue or in error except for Indicator 14, Family Self-Sufficiency (FSS), which simply lists the participants enrolled in or successfully completing contracts for FSS. The PHA should refer to the corresponding detail reports (e.g. Reexamination Report, Housing Quality Standards Report, Newly Leased HQS Report, Tenant Rent Calculation Discrepancy Report) to view all records and the calculated number of months since the last reexamination or inspection, all records with rent discrepancies and all records in which the unit passed HQS after the effective date. From these reports, the PHA can quickly identify which records will impact its fiscal year end SEMAP score and take appropriate action.

2.2. HUD Uses for the Report

- **Provides Input for Field Offices when Creating SEMAP Profiles for Each PHA**

Field Offices use the SEMAP Indicators Report to confirm SEMAP profiles created for each PHA.

- **Compare PHAs and Disseminate Best Practices**

Field Offices can use the SEMAP Indicators Report as a screening tool. HUD staff can generate this report for multiple PHAs to compare management indicators for different PHAs that are similar in size and evaluate the challenges they face. This type of analysis can also identify both high and low performers.

- **Examine an Individual PHA**

Field Offices can review management indicators for a specific PHA to identify areas for performance review. If a PHA administers more than one HUD program, a comparison among those programs helps identify strengths and weaknesses in the PHA's organization, possibly identifying performance improvements in the areas of staffing and training.

3. User Selection Criteria

3.1. Program Type

For this report, there is only one program type option.

- All Voucher-Funded Assistance Programs (includes: tenant-based vouchers, project-based vouchers, project-based certificates and homeownership vouchers)

3.2. Geographic Subset (Level of Information)

This report aggregates information across families and is available only by housing authority. Users can select a particular housing authority using several options.

Level of Information Selected	Information Displayed	
Public Housing Agency		
• <i>Within a State</i>	State	PHA (within selected State)
• <i>Within a State and County</i>	County (within selected State)	PHA (within selected County)
• <i>Within a Field Office</i>	Field Office	PHA (within selected Field Office)

3.3. Time Span Subset

The SEMAP Indicators Report includes two tabs, one a current snapshot of the PHAs current SEMAP indicator information and the second a historical snapshot of the SEMAP information used for the most recent scored SEMAP.

Current Report

The current data will include all current records in the Form-50058 Module current database through the report "As of" date. For example, a report generated on March 15, 2006 will include information through February 28, 2006 (the "As of" date of the report). Form HUD-50058 records meeting SEMAP criteria as of the Report Date are counted. This report can change monthly as deficiencies are corrected and/or new Form HUD-50058 data is accepted by IMS.

Most Recent Scored Report

The historical snapshot of the SEMAP information used for the most recent SEMAP score will remain frozen throughout the PHA's fiscal year until the next scored SEMAP is available. Within 120 days after the PHA's fiscal year end, the information will be refreshed with new data. For example, for a PHA with a June 30, 2005 fiscal year end, the historical snapshot will contain all SEMAP indicator information as of June 30, 2005 until October 31, 2006 (or October 31, 2007, in the case of deregulated small PHAs) when it will be refreshed to reflect the next scored SEMAP certification for June 30, 2006.

Only the Reporting Rate uses the Delinquency Report time span of 16 months. All other indicator calculations use all current records.

4. Report Layout

The schema in subsection 4.1 shows the general layout of the tabs for viewing Indicators 9-14 individually and the format of each report if View Entire Report is selected. The reports print in portrait mode.

If printing the entire report, the user will have the option of printing the report with or without the detail tables. These tables display lists of families for which a PHA action or inaction results in a reduced SEMAP score.

If printing the entire report, individual indicators will not be split between pages and multiple indicators may be displayed on a single page.

4.1. Report Schema

The report schema begins on the next page.

Current SEMAP Indicators Report

As of April 30, 2006

Housing Authority: **[PHA within State]**

Housing Authority FYE: **June 30**



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[View Entire Report](#)

Indicator 9: Annual Reexaminations	Indicator 10: Correct Tenant Rent Calculations	Indicator 11: Pre-contract HQS Inspections	Indicator 12: Annual HQS Inspections	Indicator 13: Lease-Up	Indicator 14: Family Self- Sufficiency Enrollment
--	---	---	--	---------------------------	--

Figure 4.1

Current SEMAP Indicators Report

As of April 30, 2006

Housing Authority: **[PHA within State]**Housing Authority FYE: **June 30**

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Print Report



Back to Report

Note: Indicators 1-8 are self-certified at PHA fiscal year end.

Note: For Indicators 9-12 and 14, HUD mandates for SEMAP a Reporting Rate of at least 95 percent by the PHA's fiscal year end. If this threshold is not met, the PHA will receive zero points for these four indicators.

Reporting Rate as of April 30, 2006

Program Type	VMS Units Leased	As of MM/YY	Port-outs	Port-ins	Number of 50058s Required (#)	Number of 50058s Received (#)	Reporting Rate (%)
All Voucher-Funded Assistance	XXX,XXX	XX/XX	XXX	XXX	XXX,XXX	XXX,XXX	XXX%

Indicator 9: Annual Reexaminations

Percent of Families with reexaminations overdue (%) (Percentage includes all reexaminations more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points. Percentages shown as red and bold result in reduced SEMAP scores.)		XX%
Number of Families in Current Database	Number of Late Reexaminations	
XXX,XXX	X,XXX	

Families with reexaminations overdue:		
Last name, First name, Middle initial	Effective Date of last annual Reexamination	Number of months since Effective Date of last annual Reexamination

Figure 4.2

Indicator 10: Correct Tenant Rent Calculations

Percent of Families with incorrect rent calculation (%) (SEMAP scores zero points when more than 2 percent of the Housing Authority's tenant rent calculations are incorrect as indicated by percentages shown in red and bold .)		XX%
Number of Families in Current Database	Number of Rent Discrepancies	
XXX,XXX	X,XXX	

Families with incorrect rent calculations:	
Last name, First name, Middle initial	Amount of rent calculation discrepancy (\$)

Indicator 11: Pre-contract HQS Inspections

Percent of units that DID pass HQS inspection before the beginning date of the assisted lease and HAP contract (%) (<i>SEMAP scores zero points when fewer than 98 percent of newly leased units pass the HQS inspection before the beginning of the lease/HAP as indicated by percentages as shown in red and bold.</i>)		XX%
Number of Families in Current Database	Number of Inspections On or Before Effective Date	
XXX,XXX	X,XXX	

Families whose unit DID NOT pass HQS inspection before the lease and HAP contract:		
Last name, First name, Middle initial	Effective date of HAP contract	Date unit passed pre-contract HQS inspection

Indicator 12: Annual HQS Inspections

Percent of units under contract where annual HQS inspection is overdue (%) <i>(Percentage includes all HQS Inspections more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points. Percentages shown as red and bold result in reduced SEMAP scores.)</i>		XX%
Number of Families in Current Database	Number of Late Inspections	
XXX,XXX	X,XXX	

Families whose HQS inspections are overdue:		
Last name, First name, Middle initial	Date of last HQS Inspection	Number of months since last annual HQS Inspection

Indicator 13: Lease-Up

SEMAP scores zero points when utilization is less than 95 percent for either expenditure of budget authority or lease-up of baseline units. The utilization percentage is calculated as of the PHA's fiscal year end using data covering the entire fiscal year. (The budget available data comes from the Funding Increment Line Table (FISL) in HUDCAPS.) The information below is monthly utilization percentages and can be used to help monitor utilization progress.

Most recent data reported to the Voucher Management System (VMS):						
Month	UMA	UML	Budget Available	Total HAP	Utilization percent (%)	
					Units	Dollars
December	XX,XXX	XX,XXX	\$XXX,XXX	\$XXX,XXX	XXX%	XXX%
January	XX,XXX	XX,XXX	\$XXX,XXX	\$XXX,XXX	XXX%	XXX%
February	XX,XXX	XX,XXX	\$XXX,XXX	\$XXX,XXX	XXX%	XXX%

Indicator 14: Family Self-Sufficiency Enrollment

Indicator 14 is applicable only to PHAs with mandatory FSS programs. SEMAP scores:

Enrolled	Escrow Balance	Points
80% or more	30% or more	10
60%-79%	30% or more	8
80% or more	Less than 30%	5
Less than 60%	30% or more	5
60%-79%	Less than 30%	3
Less than 60%	Less than 30%	0

Percentages shown in **red** and **bold** result in reduced SEMAP scores.

Number of Mandatory Slots (#) *	Number of Families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Reports and Escrow Balances (#)	Percent of Families with Progress Reports and Escrow Balances (%)
XXX	XXX	XXX%	XXX	XXX%

Families enrolled in Voucher FSS Program:		
Last Name, First Name, Middle initial	Amount of Escrow (\$)	Program Type: Enrollment (E) or Progress (P)

Families completing FSS contract:	Number of Families	XXX
Last Name, First Name, Middle initial	FSS Effective Date of Action	

* Calculated using the mandatory slots from the most recent past scored SEMAP minus families completing their FSS contracts during the current fiscal year. NOTE: The number of mandatory slots may be adjusted to reflect a HUD-approved exception and/or the number of families who have moved under portability and remain in the initial PHA's FSS program.

Current Report

Figure 4.2 continued

Most Recent Scored SEMAP Indicators Report

Housing Authority: **[PHA within State]**

Housing Authority Assessed FY: **June 30, 2006**

Total Points: **XXX**

Total Possible Points: **XXX**

Score: **XXX%**



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Print Report



Back to Report

Note: The responses displayed are from the PHA's SEMAP Certification or Form HUD-50058 data.

PHA Response	Indicator Points Possible Actual
--------------	------------------------------------

Indicator 1: Selection from the Waiting List

- (a) PHA has written policies for waiting list
- (b) Quality control showed that at least 98% of families were correctly selected.

	15	XX
Yes		
Yes		

Indicator 2: Reasonable Rent

- (a) PHA has written method and implements rent reasonableness policy.
- (b) Quality control sample showed that PHA follows its rent reasonableness method as required for:

	20	XX
Yes		
At least 98% of units sampled		

Indicator 3: Determination of Adjusted Income

Quality control sample shows that adjusted income is correctly verified and determined for:

	20	XX
At least 90% of units sampled		

Indicator 4: Utility Allowance Schedule

The PHA maintains an up-to-date utility allowance schedule in accordance with 24 CFR 982.517

	5	X
Yes		

Indicator 5: HQS Quality Control Inspections

PHA supervisor reinspected sample units for quality control of HQS inspections in accordance with 24 CFR 982.405(b) and 24 CFR 985.2

	5	X
Yes		

Figure 4.3

PHA Response	Indicator Points Possible Actual	
--------------	------------------------------------	--

Indicator 6: HQS Enforcement

Quality control of failed HQS shows that all deficiencies were corrected in accordance with 24 CFR 982.404

	10	XX
At least 98% of cases sampled		

Indicator 7: Expanding Housing Opportunities (only for PHAs within metropolitan FMRs)

- (a) PHA has written policy to encourage participation of owners outside of poverty or minority concentration areas
- (b) PHA took action in accordance with written policy to encourage participation of owners outside of poverty or minority concentration areas.
- (c) PHA has maps to show areas outside of poverty and minority concentration including information on job opportunities, schools and services to use in briefing voucher holders.
- (d) PHA's information packet includes a list of owners or properties or organizations to help voucher holders find units outside of poverty or minority concentration areas.
- (e) PHA's information packet includes explanation of portability and includes neighboring PHA information.
- (f) PHA has analyzed whether voucher holders have experienced difficulties finding housing outside areas of poverty or minority concentration and has considered appropriateness of exception payment standards in any part of its jurisdiction.

	5	X
Yes		
Yes		
Yes		
Yes		
Yes		
Yes		

Indicator 8: Payment Standards

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable for each PHA-designated part of an FMR area, which do not exceed 110% of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD).

	5	X
Yes		

Fair Market Rents

FMR Area	0-Bedroom	1-Bedroom	2-Bedrooms	3-Bedrooms	4-Bedrooms
ABC	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX
DEF	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX

Payment Standards

FMR Area	0-Bedroom	1-Bedroom	2-Bedrooms	3-Bedrooms	4-Bedrooms
ABC	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX
DEF	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX

Figure 4.3 continued

Note: For Indicators 9-12 and 14, HUD mandates for SEMAP a Reporting Rate of at least 95 percent by the PHA's fiscal year end. If this threshold is not met, the PHA will receive zero points for these four indicators.

Reporting Rate as of June 30, 2006

Program Type	VMS Units Leased	As of MM/YY	Port-outs	Port-ins	Number of 50058s Required (#)	Number of 50058s Received (#)	Reporting Rate (%)
All Voucher-Funded Assistance	XX,XXX	XX/XX	XXX	XXX	XXX,XXX	XXX,XXX	XXX%

PHA Response

Indicator Points Possible | Actual

Indicator 9: Annual Reexaminations

The PHA completed a reexamination for each participating family at least every 12 months.

10 **XX**

Yes

Percent of Families with reexaminations overdue (%) (Percentage includes all reexaminations more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points. Percentages shown as red and bold result in reduced SEMAP scores.)		XX%
Number of Families in Current Database	Number of Late Reexaminations	
XXX,XXX	X,XXX	

Families with reexaminations overdue:		
Last name, First name, Middle initial	Effective Date of last annual Reexamination	Number of months since Effective Date of last annual Reexamination

Indicator 10: Correct Tenant Rent Calculations

The PHA correctly calculates tenant rent in the rental certificate and the family rent to owner in the rental voucher program. (All voucher-funded assistance programs are included: tenant-based vouchers, project-based certificates, project-based vouchers, homeownership vouchers)

5 **X**

Yes

Percent of Families with incorrect rent calculation (%) (SEMAP scores zero points when more than 2 percent of HA tenant rent calculations are incorrect as indicated by percentages shown in red and bold.)		XX%
Number of Families in Current Database	Number of Rent Discrepancies	
XXX,XXX	X,XXX	

Families with incorrect rent calculations:	
Last name, First name, Middle initial	Amount of rent calculation discrepancy (\$)

PHA Response	Indicator Points Possible Actual
-----------------	---------------------------------------

Indicator 11: Pre-contract HQS Inspections

Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract.

	5	X
Yes		

Percent of units that DID pass HQS inspection before the beginning date of the assisted lease and HAP contract (%) (<i>SEMAP scores zero points when fewer than 98 percent of newly leased units pass the HQS inspection before the beginning of the lease/HAP as indicated by percentages as shown in red and bold.</i>)		XX%
Number of Families in Current Database	Number of Inspections On or Before Effective Date	
XXX,XXX	X,XXX	

Families whose units DID NOT pass HQS inspection before lease and HAP contract:		
Last name, First name, Middle initial	Effective date of HAP contract	Date unit passed pre-contract HQS inspection

Indicator 12: Annual HQS Inspections

The PHA inspects each unit under contract at least annually.

	10	XX
Yes		

Percent of units under contract where annual HQS inspection is overdue (%) (<i>Percentage includes all HQS Inspections more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points. Percentages shown as red and bold result in reduced SEMAP scores.</i>)		XX%
Number of Families in Current Database	Number of Late Inspections	
XXX,XXX	X,XXX	

Families whose HQS inspections are overdue:		
Last name, First name, Middle initial	Date of last HQS Inspection	Number of months since last annual HQS Inspection

Indicator 13: Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

	20	XX
Yes		

SEMAP scores zero points when utilization is less than 95 percent (either expenditure of budget authority or lease up of baseline units) on an annual basis.

Utilization percent (%)	
Lease-up of baseline units	XXX%
Expenditure of budget authority	XXX%

PHA
ResponseIndicator Points
Possible | Actual**Indicator 14: Family Self-Sufficiency Enrollment**10 | **XX**

- (a) PHA has enrolled families as required. (PHA has filled at least 60% of the mandatory slots.)
- (b) PHA has made progress in supporting FSS as measured by the percent of currently enrolled FSS families with progress reports and escrow account balances. (At least 30% of FSS families with progress reports have positive escrow balances.)

Yes

Yes

Indicator 14 is applicable only to PHAs with mandatory FSS programs. SEMAP scores:

Enrolled	Escrow Balance	Points
80% or more	30% or more	10
60%-79%	30% or more	8
80% or more	Less than 30%	5
Less than 60%	30% or more	5
60%-79%	Less than 30%	3
Less than 60%	Less than 30%	0

Percentages shown in **red** and **bold** result in reduced SEMAP scores.

Number of Mandatory Slots (#) *	Number of Families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Report and Escrow Balances (#)	Percent of Families with Progress Report and Escrow Balances (%)
XXX	XXX	XXX%	XXX	XXX%

Families enrolled in Voucher FSS Program:		
Last Name, First Name, Middle initial	Amount of Escrow (\$)	Program Type: Enrollment (E) or Progress (P)

Families completing FSS contract:	Number of Families	XXX
Last Name, First Name, Middle initial	FSS Effective Date of Action	

* The number of mandatory slots {FO input} from the most recent scored SEMAP Extract Details chart.

Figure 4.3 continued

Most Recent Scored Report - Full

PHA Responses	Indicator Points Possible Actual
------------------	---------------------------------------

Indicator 15: Deconcentration Bonus Indicator (optional and only for PHAs with jurisdiction in metropolitan FMR areas)

5	X
---	---

PHA submitted deconcentration data with this certification

Yes

Note: Only the completed option in the PHA's SEMAP Certification will be displayed below.

- 1) XXX a. Number of Section 8 families with children assisted by the HA in its principal operating area at the end of the last HA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the HA, or at or below 10% whichever is greater.
- XXX b. Total Section 8 families with children assisted by the HA in its principal operating area at the end of the last HA FY.
- XXX c. Percent of all Section 8 families with children residing in low poverty census tracts in the HA's principal operating area at the end of the last HA FY (line a divided by line b)
- Is line c 50% or more?

Yes

- 2) XXX a. Percent of all Section 8 families with children residing in low poverty census tracts at the end of the last completed HA FY.
- XXX b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed HA FY.
- XXX c. Number of Section 8 families with children who moved during the last completed HA FY.
- XXX d. Percent of all Section mover families with children who moved to low poverty census tracts during the last HA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a?

Yes

- 3) XXX a. Percent of all Section 8 families with children that resided in low poverty census tracts at the end of the second to last completed HA FY.
- XXX b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed HA FYs.
- XXX c. Number of Section 8 families with children who moved during the last two completed HA FYs.
- XXX d. Percent of all Section mover families with children who moved to low poverty census tracts over the last two completed HA fiscal years (line b divided by line c).
- Is line d at least two percentage points higher than line a?

Yes

Figure 4.3 continued

Most Recent Scored SEMAP Indicators Report

(no detail tables)

Housing Authority: **[PHA within State]**

Housing Authority Assessed FY: **June 30, 2006**

Total Points: **XXX**

Total Possible Points: **XXX**

Score: **XXX%**



Download in Excel



Print Report



Back to Report

Note: The responses displayed are from the PHA's SEMAP Certification or Form HUD-50058 data.

PHA Response	Indicator Points Possible Actual
--------------	------------------------------------

Indicator 1: Selection from the Waiting List

- (a) PHA has written policies for waiting list
- (b) Quality control showed that at least 98% of families were correctly selected.

	15	XX
Yes		
Yes		

Indicator 2: Reasonable Rent

- (a) PHA has written method and implements rent reasonableness policy.
- (b) Quality control sample showed that PHA follows its rent reasonableness method as required for:

	20	XX
Yes		
At least 98% of units sampled		

Indicator 3: Determination of Adjusted Income

Quality control sample shows that adjusted income is correctly verified and determined for:

	20	XX
At least 90% of units sampled		

Indicator 4: Utility Allowance Schedule

The PHA maintains an up-to-date utility allowance schedule in accordance with 24 CFR 982.517

	5	X
Yes		

Indicator 5: HQS Quality Control Inspections

PHA supervisor reinspected sample units for quality control of HQS inspections in accordance with 24 CFR 982.405(b) and 24 CFR 985.2

	5	X
Yes		

Figure 4.4

PHA
ResponseIndicator Points
Possible |**Indicator 6: HQS Enforcement**

10

XX

Quality control of failed HQS shows that all deficiencies were corrected in accordance with 24 CFR 982.404

**At least
98% of
cases
sampled**

Indicator 7: Expanding Housing Opportunities (only for PHAs within metropolitan FMRs)

5

X

- (a) PHA has written policy to encourage participation of owners outside of poverty or minority concentration areas
- (b) PHA took action in accordance with written policy to encourage participation of owners outside of poverty or minority concentration areas.
- (c) PHA has maps to show areas outside of poverty and minority concentration including information on job opportunities, schools and services to use in briefing voucher holders.
- (d) PHA's information packet includes a list of owners or properties or organizations to help voucher holders find units outside of poverty or minority concentration areas.
- (e) PHA's information packet includes explanation of portability and includes neighboring PHA information.
- (f) PHA has analyzed whether voucher holders have experienced difficulties finding housing outside areas of poverty or minority concentration and has considered appropriateness of exception payment standards in any part of its jurisdiction.

Yes

Yes

Yes

Yes

Yes

Yes

Indicator 8: Payment Standards

5

X

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable for each PHA-designated part of an FMR area, which do not exceed 110% of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD).

Yes

Fair Market Rents

FMR Area	0-Bedroom	1-Bedroom	2-Bedrooms	3-Bedrooms	4-Bedrooms
ABC	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX
DEF	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX

Payment Standards

FMR Area	0-Bedroom	1-Bedroom	2-Bedrooms	3-Bedrooms	4-Bedrooms
ABC	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX
DEF	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX

Figure 4.4 continued

Most Recent Scored Report – No Detail Tables

Note: For Indicators 9-12 and 14, HUD mandates for SEMAP a Reporting Rate of at least 95 percent by the PHA's fiscal year end. If this threshold is not met, the PHA will receive zero points for these four indicators.

Reporting Rate as of June 30, 2006

Program Type	VMS Units Leased	As of MM/YY	Port-outs	Port-ins	Number of 50058s Required (#)	Number of 50058s Received (#)	Reporting Rate (%)
All Voucher-Funded Assistance	XX,XXX	XX/XX	XXX	XXX	XXX,XXX	XXX,XXX	XXX%

PHA Response

Indicator Points Possible | Actual

Indicator 9: Annual Reexaminations

The PHA completed a reexamination for each participating family at least every 12 months.

10 | **XX**

Yes

Percent of Families with reexaminations overdue (%) (<i>Percentage includes all reexaminations more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points. Percentages shown as red and bold result in reduced SEMAP scores.</i>)		XX%
Number of Families in Current Database	Number of Late Reexaminations	
XXX,XXX	X,XXX	

Indicator 10: Correct Tenant Rent Calculations

The PHA correctly calculates tenant rent in the rental certificate and the family rent to owner in the rental voucher program. (All voucher-funded assistance programs are included: tenant-based vouchers, project-based certificates, project-based vouchers, homeownership vouchers)

5 | **X**

Yes

Percent of Families with incorrect rent calculation (%) (<i>SEMAP scores zero points when more than 2 percent of HA tenant rent calculations are incorrect as indicated by percentages shown in red and bold.</i>)		XX%
Number of Families in Current Database	Number of Rent Discrepancies	
XXX,XXX	X,XXX	

Figure 4.4 continued

PHA Response	Indicator Points Possible Actual
-----------------	---------------------------------------

Indicator 11: Pre-contract HQS Inspections

Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract.

	5	X
Yes		

Percent of units that DID pass HQS inspection before the beginning date of the assisted lease and HAP contract (%) (<i>SEMAP scores zero points when fewer than 98 percent of newly leased units pass the HQS inspection before the beginning of the lease/HAP as indicated by percentages as shown in red and bold.</i>)		XX%
Number of Families in Current Database	Number of Inspections On or Before Effective Date	
XXX,XXX	X,XXX	

Indicator 12: Annual HQS Inspections

The PHA inspects each unit under contract at least annually.

	10	XX
Yes		

Percent of units under contract where annual HQS inspection is overdue (%) (<i>Percentage includes all HQS Inspections more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points. Percentages shown as red and bold result in reduced SEMAP scores.</i>)		XX%
Number of Families in Current Database	Number of Late Inspections	
XXX,XXX	X,XXX	

Indicator 13: Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

	20	XX
Yes		

SEMAP scores zero points when utilization is less than 95 percent (either expenditure of budget authority or lease up of baseline units) on an annual basis.

Utilization percent (%)	
Lease-up of baseline units	XXX%
Expenditure of budget authority	XXX%

Figure 4.4 continued

PHA
ResponseIndicator Points
Possible | Actual**Indicator 14: Family Self-Sufficiency Enrollment**10 | **XX**

- (a) PHA has enrolled families as required. (PHA has filled at least 60% of the mandatory slots.)
- (b) PHA has made progress in supporting FSS as measured by the percent of currently enrolled FSS families with progress reports and escrow account balances. (At least 30% of FSS families with progress reports have positive escrow balances.)

Yes**Yes**

Indicator 14 is applicable only to PHAs with mandatory FSS programs. SEMAP scores:

Enrolled	Escrow Balance	Points
80% or more	30% or more	10
60%-79%	30% or more	8
80% or more	Less than 30%	5
Less than 60%	30% or more	5
60%-79%	Less than 30%	3
Less than 60%	Less than 30%	0

Percentages shown in **red** and **bold** result in reduced SEMAP scores.

Number of Mandatory Slots (#) *	Number of Families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Report and Escrow Balances (#)	Percent of Families with Progress Report and Escrow Balances (%)
XXX	XXX	XXX%	XXX	XXX%

* The number of mandatory slots {FO Input} from the most recent scored SEMAP Extract Details chart.

Indicator 15: Deconcentration Bonus Indicator (optional and only for PHAs with jurisdiction in metropolitan FMR areas)5 | **X**

PHA submitted deconcentration data with this certification

Yes

Figure 4.4 continued

5. Business Rules

These business rules give technical definitions for the fields on the *SEMAP Indicators Report*. Business rules reflect program rules and calculations performed for each field. Lettered notation (e.g., line 2a) refers to the line number in the Form HUD-50058.

5.1. General Guidelines

1. UNLESS OTHERWISE SPECIFIED, INCLUDE ONLY:

- Families where:
 - Program is Vouchers or Certificates (1c = VO or CE)
 - Type of Action (2a) include:
 - 1 (New Admission)
 - 2 (Annual Reexamination)
 - 3 (Interim Reexamination)
 - 4 (Portability Move-in)
 - 7 (Other Change of Unit)
 - 8 (FSS/WtW Addendum Only)
 - 9 (Reexamination-Searching (VO only))
 - 13 (Annual HQS Inspection only (S8 only))
 - 14 Historical Adjustment

2. Data from the Current SEMAP Indicators Report as of the PHA fiscal year end will be frozen and used to populate the 50058 Extract Details chart in the IMS SEMAP Module and the Most Recent Scored SEMAP report. The Number of Mandatory Slots, Indicator 14, must allow Field Office edit in the SEMAP Module.

3. All scores from the SEMAP Module will use the most recent scored SEMAP assessment profile for the applicable PHA fiscal year.

GENERAL DEFINITIONS:

1. Note on Rounding Rule: The SEMAP Indicators Report will use the standard rounding convention. For example, 89.5 will round up to 90 and 89.4 will round down to 89.
2. **Number of Families in Current Database** is the count of families in the current database meeting the criteria shown in the General Guidelines.

5.2. Business Rules

Current SEMAP Indicator Information

Unless otherwise noted, all data is as of the “as of” date of the report. Data from other 50058 Reports uses the Voucher-Funded Assistance Program Type.

Line	Data Field	Business Rule
1.	Reporting Rate:	Fields 6-12 are populated from the Delinquency Report using Program Type, All Voucher-Funded Assistance
2.	Program Type	Voucher-Funded Assistance
3.	VMS Units Leased	VMS units leased
4.	As of MM/YY	The month/year of the latest PHA submission to VMS (the month should always be a quarter end – 03, 06, 09, 12)
5.	Port-outs	Port-out units
6.	Port-ins	Port-in units
7.	Number of 50058s Required (#)	Number of 50058s Required.
8.	Number of 50058s Received (#)	Number of 50058s Received.
9.	Reporting Rate (%)	Reporting Rate.
10.	Indicator 9: Annual Reexaminations	
11.	Percent of Families with reexaminations overdue (%)	<p>Count of all families in the Reexamination Report where the number of months since last reexam is 14 months or greater.</p> <p>Divided by</p> <p>Count of all families in the current 50058 database.</p> <p>Multiplied by 100</p> <p>Color percentage determined in red and bold if the percent is 5 or greater. (The percent is in accordance with the 24CFR 985.3 subpart J, where 2-month allowance is provided to accommodate a possible lag in the PHA’s electronic reporting of the annual reexamination on Form HUD-50058 and to allow the processing of the data into IMS.)</p>
12.	Number of Families in Current Database	Number of families in the current database (see General Definitions)

Line	Data Field	Business Rule
13.	Number of Late Reexaminations	Count of all families in the Reexamination Report where the number of months since the last reexaminations is 14 months or greater
14.		<u>For data fields 16-18, list all families in the Reexamination Report where the number of months since the last reexamination is 14 months or greater. Sort in descending order by number of months overdue</u>
15.	Head of Household Name	For 3h = H (Head of household): <ul style="list-style-type: none"> Last Name (3b) First Name (3c) Middle Initial (3d)
16.	Effective Date of Last Annual Reexamination	<ul style="list-style-type: none"> Date of Last Annual Reexamination is the effective date of action (2b) <p>Where</p> <ul style="list-style-type: none"> Type of Action (2a) is New Admission (2a = 1) or Annual Reexamination (2a = 2) <p>OR</p> <ul style="list-style-type: none"> Date of Last Annual Reexamination is the projected effective date of next reexamination (2i) minus 12 months <p>Where</p> <ul style="list-style-type: none"> Type of Action (2a) is Interim Reexamination (2a = 3), Portability Move-in (2a = 4), Other change of unit (2a = 7), Annual Reexamination Searching (2a = 9) or Historical Adjustment (2a = 14) NOTE: If 2i is not populated for action types 3, 4, 7 or 14, use 2b and do not subtract 12 months.
17.	Number of Months since Effective Date of last annual Reexamination	<ul style="list-style-type: none"> Number of months since effective date of last reexamination

18.	Indicator 10: Correct Tenant Rent Calculations	
19.	Percent of Families with incorrect rent calculation (%)	<p>Count of All families displayed in Rent Calculation Report, if any</p> <p>Divided by</p> <p>Count of all families in the current 50058 database</p> <p>Multiplied by 100</p> <p>Color percentage determined in red and bold if the number is 3 percent or greater.</p>
20.	Number of Families in Current Database	Number of families in the current database (see General Definitions)
21.	Number of Rent Discrepancies	<u>Count of all families displayed in rent calculation report, if any</u>
22.		<u>For data fields 24-25, list all families in the rent calculation report. Sort in descending order by amount of rent calculation discrepancy.</u>
23.	Head of Household Name	<p>For 3h = H (Head of Household):</p> <ul style="list-style-type: none"> • Last Name (3b) • First Name (3c) • Middle Initial (3d)
24.	Amount of rent calculation discrepancy (\$)	<ul style="list-style-type: none"> • If amount is in overpayment column, include as is • If amount is in underpayment column, enclose number in parenthesis to indicate that number is an underpayment

25.	Indicator 11: Pre-contract HQS Inspections	
26.	Percent of units that did pass HQS inspection before the beginning date of the assisted lease and HAP contract (%)	<p>Count of families Where</p> <ul style="list-style-type: none"> Type of action is new admission (2a = 1), portability move-in (2a = 4) or other change of unit (2a = 7) OR 50058 question "Is family now moving to this unit?" " is YES (11b or 12 b = Y for voucher or certificate records) for action types annual reexamination (2a = 2), interim reexamination (2a = 3) or historical adjustment (2a = 14), AND Effective date of action (2b) is equal to or later than Date unit last passed HQS inspection (2b is equal to or later than 5h) <p>Divided by</p> <p>Total Count of families Where</p> <ul style="list-style-type: none"> Type of action is new admission (2a = 1), portability move-in (2a = 4) or other change of unit (2a = 7) OR 50058 question "Is family now moving to this unit?" is YES (11b or 12 b = Y for voucher or certificate records) for action types annual reexamination (2a = 2), interim reexamination (2a = 3) or historical adjustment (2a = 14), <p>Multiplied by 100</p> <p>Color percentage determined in red and bold if the number is 97 percent or less.</p>
27.	Number of Families in Current Database	Number of families in the current database (see General Definitions)
28.	Number of Inspections On or Before Effective Date	<p>Count of all families Where</p> <ul style="list-style-type: none"> <u>Type of action is new admission (2a = 1), portability move-in (2a = 4) or other change of unit (2a = 7) or 50058 question "is family now moving to this unit?" Is yes (11b or 12b = y) for voucher or certificate records for action types annual reexamination (2a = 2), interim reexamination (2a = 3) or historical adjustment (2a = 14), and</u> Effective date of action is equal to or later than Date unit last passed HQS inspection (2b is equal to or later than 5h).

29.		<p>For data fields 31-33, list all families where:</p> <ul style="list-style-type: none"> • Type of action is new admission (2a = 1), portability move-in (2a = 4) or other change of unit (2a = 7) OR 50058 question “Is family now moving to this unit?” is YES (11b or 12b = Y) for voucher or certificate records for action types annual reexamination (2a = 2), interim reexamination (2a = 3) or historical adjustment (2a = 14), AND • Effective date of action is earlier than Date unit last passed HQS inspection (2b is earlier than 5h). • Sort in descending order by the Date unit passed pre-contract HQS inspection.
30.	Head of Household Name	<p>For 3h = H (Head of Household):</p> <ul style="list-style-type: none"> • Last Name (3b) • First Name (3c) • Middle Initial (3d)
31.	Effective date of HAP contract	Effective date of 50058 (2b)
32.	Date unit passed pre-contract HQS inspection	Date unit last passed HQS inspection (5h)
33.	Indicator 12: Annual HQS Inspections	Project based vouchers and Homeownership vouchers are excluded.
34.	Percent of units under contract where the annual HQS inspection is overdue (%)	<p>Count of all families from HQS Inspection Report where the number of months since last HQS Inspection is 14 months or greater.</p> <p>Divided by</p> <p>Count of all families in the current 50058 database.</p> <p>Multiplied by 100</p> <p>Color percentage determined in red and bold if the percent is 5 or greater. <i>(The percent is in accordance with the 24CFR 985.3 subpart m, where 2-month allowance is provided to accommodate a possible lag in the PHA’s electronic reporting of the annual HQS Inspection on Form HUD-50058 and to allow the processing of the data into IMS.)</i></p>
35.	Number of Families in Current Database	Number of families in the current database (see General Definitions)

36.	Number of Late Inspections	Count of all families in the HQS Inspection Report where the number of months since the last inspection is 14 months or greater
37.		<u>For data fields 40-42, list all families in the HQS Inspection Report where the number of months since the last inspection is 14 months or greater. Sort in descending order by number of months overdue</u>
38.	Head of Household Name	For 3h = H (Head of Household): <ul style="list-style-type: none"> • Last Name (3b) • First Name (3c) • Middle Initial (3d)
39.	Date of Last HQS Inspection	Populate date XX/XX/XXXX (5i)
40.	Number of Months since last annual HQS Inspection	Number of months since last HQS Inspection
41.	Indicator 13: Lease-Up	For data fields 45-49, list the most recent three months from the Voucher Management System (VMS) leasing report in ascending order by month. (The data for the budget available comes from the FISL Table in HUDCAPS.)
42.	Month	Name of Month
43.	UMA	Unit Months Available
44.	UML	Unit Months Leased
45.	Budget Available	Monthly budget authority (BA) available from the FISL table in HUDCAPS
46.	Total HAP	Monthly Housing Assistance Payments (HAP)
47.	Utilization Percent, Units (%)	Units = UML/UMA Multiplied by 100
48.	Utilization Percent, Dollars (%)	Dollars = Total HAP/BA Multiplied by 100
49.	Indicator 14: Family Self-Sufficiency Enrollment	(If the mandatory number of slots is zero, the indicator is not applicable. Display only "Not Applicable" and no other data for this indicator.)
50.	Number of Mandatory Slots (#)	Number of mandatory slots from most recent scored SEMAP profile (Extract Details chart) minus the number of FSS participants completing their contract during the current fiscal year. (Last scored mandatory slots identified in Extract Details chart {FO Input} minus all records with effective date (2b) in assessed fiscal year where FSS Report Category (17b) = X and FSS Exit Information (17m(1) = Y)

51.	Number of Families Enrolled (#)	<p>Count of families Where</p> <ul style="list-style-type: none"> Type of Action is New Admission (2a = 1), Annual Reexamination (2a = 2), Interim Reexamination (2a = 3), Portability Move-in (2a = 4), Other Change of Unit (2a = 7), FSS/WTW Addendum Only (2a = 8), Annual Reexamination Searching (2a = 9), or Historical Adjustment (2a = 14) <p>And</p> <ul style="list-style-type: none"> The family participates in FSS program (17a = "Y" – 'FSS') <p>And</p> <ul style="list-style-type: none"> FSS Report Category is Enrollment (17b = "E") or Progress (17b = "P")
52.	Percent of Families Enrolled (%)	<p>Count of families Where</p> <ul style="list-style-type: none"> Type of Action is New Admission (2a = 1), Annual Reexamination (2a = 2), Interim Reexamination (2a = 3), Portability Move-in (2a = 4), Other Change of Unit (2a = 7), FSS/WTW Addendum Only (2a = 8), Annual Reexamination Searching (2a = 9), or Historical Adjustment (2a = 14) <p>And</p> <ul style="list-style-type: none"> The family participates in FSS program (17a = "Y" – 'FSS') <p>And</p> <ul style="list-style-type: none"> FSS Report Category is Enrollment (17b = "E") or Progress (17b = "P") <p>Divided by</p> <p>Number of Mandatory Slots (#)</p> <p>Multiplied by 100</p> <p>Color number determined in red and bold if the Number of FSS Families Enrolled is less than 60 percent of Number of Mandatory Slots <u>AND</u> the Percent of Families with Escrow Balances is less than 30 percent.</p>

53.	Number of Families with Progress Report and Escrow Balances (#)	<p>Count of families</p> <p>Where</p> <ul style="list-style-type: none">• Type of Action is New Admission (2a = 1), Annual Reexamination (2a = 2), Interim Reexamination (2a = 3), Portability Move-in (2a = 4), Other Change of Unit (2a = 7), FSS/WTW Addendum Only (2a = 8), Annual Reexamination Searching (2a = 9), or Historical Adjustment (2a = 14) <p>And</p> <ul style="list-style-type: none">• The family participates in FSS program (17a = "Y" – "FSS") <p>And</p> <ul style="list-style-type: none">• FSS Report Category is Progress (17b = "P") <p>And</p> <ul style="list-style-type: none">• Current FSS account monthly credit or Current FSS account balance or FSS account amount disbursed to the family is greater than zero (17k(1) > \$0 or 17k(2)>\$0)
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54.	Percent of Families with Progress Report and Escrow Balance (%)	<p>Count of families</p> <p>Where</p> <ul style="list-style-type: none"> Type of Action is New Admission (2a = 1), Annual Reexamination (2a = 2), Interim Reexamination (2a = 3), Portability Move-in (2a = 4), Other Change of Unit (2a = 7), FSS/WTW Addendum Only (2a = 8), Annual Reexamination Searching (2a = 9), or Historical Adjustment (2a = 14) <p>And</p> <ul style="list-style-type: none"> The family participates in FSS program (17a = "Y" – "FSS") <p>And</p> <ul style="list-style-type: none"> FSS Report Category is Progress (17b = "P") <p>And</p> <ul style="list-style-type: none"> Current FSS account monthly credit or Current FSS account balance or FSS account amount disbursed to the family is greater than zero (17k(1) > \$0 or 17k(2)>0) <p>Divided by</p> <p>Count of families</p> <p>Where</p> <ul style="list-style-type: none"> Type of Action is New Admission (2a = 1), Annual Reexamination (2a = 2), Interim Reexamination (2a = 3), Portability Move-in (2a = 4), Other Change of Unit (2a = 7), FSS/WTW Addendum Only (2a = 8), Annual Reexamination Searching (2a = 9), or Historical Adjustment (2a = 14) <p>And</p> <ul style="list-style-type: none"> The family participates in FSS program (17a = "Y" – "FSS") <p>And</p> <ul style="list-style-type: none"> FSS Report Category is Progress (17b = "P") <p>Multiplied by 100</p> <p>Color percentage determined in red and bold if the number is less than 30 percent <u>AND</u> Number of FSS Families Enrolled is less than 60 percent of Number of Mandatory Slots.</p>
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55.	Families enrolled in Voucher FSS Program	<p>For data fields 60-62, list all families where:</p> <ul style="list-style-type: none"> • Program is voucher or certificate (1c = VO or CE) • Type of Action is New Admission (2a = 1), Annual Reexamination (2a = 2), Interim Reexamination (2a = 3), Portability Move-in (2a = 4), Other Change of Unit (2a = 7), FSS/WTW Addendum Only (2a = 8), Annual Reexamination Searching (2a = 9), or Historical Adjustment (2a = 14) <p>And</p> <ul style="list-style-type: none"> • The family participates in FSS program (17a = "Y" – "FSS") <p>And</p> <ul style="list-style-type: none"> • FSS Report Category is Enrollment (17b = "E") or Progress (17b = "P") <p>Sort in ascending order by last name</p>
56.	Head of Household Name	<p>For 3h = H (Head of Household):</p> <ul style="list-style-type: none"> • Last Name (3b) • First Name (3c) • Middle Initial (3d)
57.	Amount of escrow (\$)	Current FSS account balance: the greater of 17k(1) or (17k(2)) . Note: Include balances of zero.
58.	Report Type: Enrollment (E) or Progress (P)	For each record, display FSS Report Category (17b)
59.	Number of Families Completing FSS Contract	<p>Count of families</p> <p>Where</p> <ul style="list-style-type: none"> • Type of Action is New Admission (2a = 1), Annual Reexamination (2a = 2), Interim Reexamination (2a = 3), Portability Move-in (2a = 4), Other Change of Unit (2a = 7), FSS/WTW Addendum Only (2a = 8), Annual Reexamination Searching (2a = 9), or Historical Adjustment (2a = 14) <p>And</p> <ul style="list-style-type: none"> • The family participates in FSS program (17a = "Y" – "FSS") <p>And</p> <ul style="list-style-type: none"> • FSS Report Category is Progress (17b = "X") <p>And</p> <ul style="list-style-type: none"> • FSS Exit Information, Did family complete contract of participation, is Yes (17m(1) = "Y")

60.	Families completing FSS contract	<p>For data fields 65-66, list all families where:</p> <ul style="list-style-type: none"> • Program is voucher or certificate (1c = VO or CE) • Type of Action is New Admission (2a = 1), Annual Reexamination (2a = 2), Interim Reexamination (2a = 3), Portability Move-in (2a = 4), Other Change of Unit (2a = 7), FSS/WTW Addendum Only (2a = 8), Annual Reexamination Searching (2a = 9), or Historical Adjustment (2a = 14) <p>And</p> <ul style="list-style-type: none"> • FSS Report Category is Exit (17b = "X") <p>And</p> <ul style="list-style-type: none"> • FSS exit information, Did family complete contract of participation, is Yes (17m(1)="Y") <p>And</p> <ul style="list-style-type: none"> • FSS Effective Date of Action (17c) is within current PHA fiscal year <p>Sort in ascending order by last name</p>
61.	Head of Household Name	<p>For 3h = H (Head of Household):</p> <ul style="list-style-type: none"> • Last Name (3b) • First Name (3c) • Middle Initial (3d)
62.	Effective Date of FSS Action	FSS effective date of action (17c)

Most Recent Scored SEMAP Indicator Information

Unless otherwise noted, all data comes from the most recent scored SEMAP certification and assessment. Data from other 50058 Reports uses the Voucher-Funded Assistance Program Type and is frozen as of the PHA's most recent fiscal year end and maintained until the next fiscal year end.

Line	Data Field	Business Rule
63.	Indicator 1: Selection from the Waiting List:	
64.	Indicator Points	Points for Indicator 1 ((15 or 0)
65.	(a) PHA has written policies for waiting list	Yes or No
66.	(b) Quality control showed that at least 98% of families were correctly selected	Yes or No
67.	Indicator 2: Reasonable Rent	
68.	Indicator Points	Points for Indicator 2 (20 or 15 or 0)
69.	(a) PHA has written method and implements rent reasonableness policy	Yes or No
70.	(b) Quality control sample showed that PHA follows its rent reasonableness method as required for:	<ul style="list-style-type: none"> • At least 98% of units sampled • 80-97% of units sampled, or • Less than 80% of units sampled
71.	Indicator 3: Determination of Adjusted Income	
72.	Indicator Points	Points for Indicator 3 (20 or 15 or 0)
73.	Quality control sample shows that adjusted income is correctly verified and determined for:	<ul style="list-style-type: none"> • At least 90% of files sampled • 80-89% of files sampled, or • Less than 80% of files sampled
74.	Indicator 4: Utility Allowance Schedule	
75.	Indicator Points	Points for Indicator 4 (5 or 0)
76.	The PHA maintains an up-to-date utility allowance schedule in accordance with 24 CFR 982.517	Yes or No

Line	Data Field	Business Rule
77.	Indicator 5: HQS Quality Control Inspections	
78.	Indicator Points	Points for Indicator 5 (5 or 0)
79.	PHA supervisor reinspected sample units for quality control of HQS inspections in accordance with 24 CFR 982.405(B) and 24 CFR 985.2	Yes or No
80.	Indicator 6: HQS Enforcement	
81.	Indicator Points	Points for Indicator 6 (10 or 0)
82.	Quality control of failed HQS inspections showed that all deficiencies were corrected in accordance with 24 CFR 982.404	<ul style="list-style-type: none"> At least 98% of files sampled, or Less than 98% of files sampled
83.	Indicator 7: Expanding Housing Opportunities	Note: Applies only to metropolitan FMR areas. (If no metropolitan FMR areas shown in Indicator 8, display only "Not Applicable" and no other data for this indicator.)
84.	Indicator Points	Points for Indicator 7 (5 or 0 or N/A)
85.	(a) PHA has written policy to encourage participation of owners outside of poverty or minority concentration areas.	Yes or No
86.	(b) PHA took action in accordance with written policy to encourage participation of owners outside of poverty or minority concentration areas.	Yes or No
87.	(c) PHA has maps to show areas outside of poverty and minority concentration including information on job opportunities, schools and services to use in briefing voucher holders.	Yes or No
88.	(d) PHA's information packet includes a list of owners or properties or organizations to help voucher holders find units outside of poverty or minority concentration areas.	Yes or No

Line	Data Field	Business Rule
89.	(e) PHA's information packet includes explanation of portability and includes neighboring PHA information.	Yes or No
90.	(f) PHA has analyzed whether voucher holders have experienced difficulties finding housing outside areas of poverty or minority concentration and has considered appropriateness of exception payment standards in any part of its jurisdiction.	Yes or No
91.	Indicator 8: Payment Standards	
92.	Indicator Points	Points for Indicator 8 (5 or 0)
93.	The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable for each PHA-designed part of a FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD).	Yes or No
94.	FMR Area	FMR Area name. Use for both FMRs and Payment Standards
95.	Fair Market Rents (\$)	Amounts shown for each bedroom size (0-BR, 1-BR, 2-BR, 3-BR, and 4-BR)
96.	Payment Standards (\$)	Amounts shown for each bedroom size (0-BR, 1-BR, 2-BR, 3-BR, and 4-BR)
97.	Reporting Rate:	Fields 110-116 are populated from the Delinquency Report using Program Type, <i>All Voucher-Funded Assistance</i>
98.	Program Type	Voucher-Funded Assistance
99.	VMS Units Leased as of XX/XX	VMS units leased
100.	Port-outs	Port-out units
101.	Port-ins	Port-in units
102.	Number of 50058s Required (#)	Number of 50058s Required.
103.	Number of 50058s Received (#)	Number of 50058s Received.

Line	Data Field	Business Rule
104.	Reporting Rate (%)	Reporting Rate.
105.	Indicator 9: Annual Reexaminations	
106.	Indicator Points	Points for Indicator 9 (10 or 5 or 0)
107.	The PHA completed a reexamination for each participating family at least every 12 months.	Yes or No
108.	Percent of Families with reexaminations overdue (%)	Percent Late Reexamination from most recent scored SEMAP profile (Extract Details chart) Color percentage determined in red and bold if the percent is 5 or greater.
109.	Number of Families in Current Database	From the frozen Current Report as of the PHA fiscal year end, Number of families in the current database (see General Definitions)
110.	Number of Late Reexaminations	From the frozen Current Report as of the PHA fiscal year end, Number of Late Reexaminations
111.		From the frozen Current Report as of the PHA fiscal year end, for data fields 125-127, list all families in the Reexamination Report where the number of months since the last reexamination is 14 months or greater. Sort in descending order by number of months overdue.
112.	Head of Household Name	For 3h = H (Head of Household): <ul style="list-style-type: none"> Last Name (3b) First Name (3c) Middle Initial (3d)

Line	Data Field	Business Rule
113.	Effective Date of Last Annual Reexamination	<ul style="list-style-type: none"> Date of Last Annual Reexamination is the effective date of action (2b) <p>Where</p> <ul style="list-style-type: none"> Type of Action (2a) is New Admission (2a = 1) or Annual Reexamination (2a = 2) <p>OR</p> <ul style="list-style-type: none"> Date of Last Annual Reexamination is the projected effective date of next reexamination (2i) minus 12 months <p>Where</p> <ul style="list-style-type: none"> Type of Action (2a) is Interim Reexamination (2a = 3), Portability Move-in (2a = 4), Other change of unit (2a = 7), Annual Reexamination Searching (2a = 9) or Historical Adjustment (2a = 14) <ul style="list-style-type: none"> NOTE: If 2i is not populated for action types 3, 4, 7 or 14, use 2b and do not subtract 12 months.
114.	Number of Months since Effective Date of last annual Reexamination	<ul style="list-style-type: none"> Number of months since effective date of last reexamination
115.	Indicator 10: Correct Tenant Rent Calculations:	
116.	Indicator Points	Points for Indicator 10 (5 or 0)
117.	The PHA correctly calculates tenant rent in the rental certificate and the Family rent to owner in the rental voucher program. (All voucher-funded assistance programs are included: tenant-based vouchers, project-based certificates, project-based vouchers, homeownership vouchers.)	Yes or No
118.	Percent of Families with incorrect rent calculation (%)	From the frozen current report as of the PHA fiscal year end, Percent of Family Rent Discrepancy from most recent scored SEMAP profile (Extract Details chart)Color percentage determined in red and bold if the number is 3 percent or greater.
119.	Number of Families in Current Database	From the frozen Current Report as of the PHA fiscal year end, Number of families in the current database (see General Definitions)
120.	Number of Rent Discrepancies	From the frozen Current Report as of the PHA fiscal year end, Number of Rent Discrepancies

Line	Data Field	Business Rule
121.		From the frozen Current Report as of the PHA fiscal year end, for data fields 136-137, list all families in the Rent Calculation Report. Sort in descending order by amount of rent calculation discrepancy.
122.	Head of Household Name	For 3h=H (Head of Household): <ul style="list-style-type: none"> • Last Name (3b) • First Name (3c) • Middle Initial (3d)
123.	Amount of rent calculation discrepancy (\$)	<ul style="list-style-type: none"> • If amount is in overpayment column, include as is • If amount is in underpayment column, enclose number in parenthesis to indicate that number is an underpayment
124.	Indicator 11: Pre-contract HQS Inspections:	
125.	Indicator Points	Points for Indicator 11 (5 or 0)
126.	Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract	Yes or No
127.	Percent of units that did pass HQS inspection before the beginning date of the assisted lease and HAP contract (%)	<p>Passed Inspection Before Contract Effective from most recent scored SEMAP profile (Extract Details chart)</p> <p>Color percentage determined in red and bold if the number is 97 percent or less.</p>
128.	Number of Families in Current Database	From the frozen Current Report as of the PHA fiscal year end, Number of families in the current database (see General Definitions)
129.	Number of Inspections On or Before the Effective Date	From the frozen current report as of the PHA fiscal year end, Number of Inspections On or Before the Effective Date

Line	Data Field	Business Rule
130.		<p>From the frozen current report as of the PHA fiscal year end, for data fields 146-148, list all families where:</p> <ul style="list-style-type: none"> Type of action is new admission (2a = 1), portability move-in (2a = 4), or other change of unit (2a = 7) OR 50058 question "Is family now moving to this unit?" is YES (11b or 12b = Y) for voucher or certificate records for action types annual reexamination (2a = 2), interim reexamination (2a = 3) or historical adjustment (2a = 14), AND Effective date of action is earlier than Date unit last passed HQS inspection (2b is earlier than 5h). <p>Sort in descending order by the Date unit passed pre-contract HQS inspection.</p>
131.	Head of Household Name	<p>For 3h = H (Head of Household)</p> <ul style="list-style-type: none"> Last Name (3b) First Name (3c) Middle Initial (3d)
132.	Effective date of HAP contract	Effective date of 50058 (2b)
133.	Date unit passed pre-contract HQS inspection	Date unit last passed HQS inspection (5h)
134.	Indicator 12: Annual HQS Inspections:	Project based vouchers and homeownership vouchers are excluded.
135.	Indicator Points	Points for Indicator 12 (10 or 5 or 0)
136.	The PHA inspects each unit under contract at least annually.	Yes or No
137.	Percent of units under contract where the annual HQS inspection is overdue (%)	<p>Percent Late HQS Inspections from most recent scored SEMAP profile (Extract Details chart)</p> <p>Color percentage determined in red and bold if the percent is 5 or greater.</p>
138.	Number of Families in Current Database	From the frozen Current Report as of the PHA fiscal year end, Number of families in the current database (see General Definitions)
139.	Number of Late Inspections	From the frozen Current Report as of the PHA fiscal year end, Number of Late Inspections

Line	Data Field	Business Rule
140.		From the frozen Current Report as of the PHA fiscal year end, for data fields 157-159, list all families in the HQS Inspection Report where the number of months since the last inspection is 14 months or greater. Sort in descending order by number of months since last inspection.
141.	Head of Household Name	For 3h = H (Head of Household): <ul style="list-style-type: none"> Last Name (3b) First Name (3c) Middle Initial (3d)
142.	Date of Last HQS Inspection	Populate date XX/XX/XXXX (5i)
143.	Number of Months since last annual HQS Inspection	Number of months since last HQS Inspection
144.	Indicator 13: Lease-Up	
145.	Indicator Points	Points for Indicator 13 (20 or 15 or 0)
146.	The PHA executed assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.	Yes or No
147.	Units	Percent of units leased from FMC generated utilization data.
148.	Dollars	Percent of dollars expended from FMC generated utilization data.
149.	Indicator 14: Family Self-Sufficiency Enrollment	(If mandatory slots is zero, display "Not Applicable" and no other data for this indicator.)
150.	Indicator Points	Points for Indicator 14 (10 or 8 or 5 or 3 or 0 or N/A)
151.	PHA has enrolled families as required.	If the number of families enrolled divided by the number of mandatory slots is equal to or greater than 60 percent, "Yes"
152.	PHA has made progress in supporting FSS as measured by the percent of currently enrolled FSS families with escrow account balances.	Yes or No.
153.	Number of Mandatory Slots (#)	Number of mandatory slots {FO Input} from most recent scored SEMAP profile (Extract Details chart)
154.	Number of Families Enrolled (#)	Number of Families Enrolled from most recent scored SEMAP profile (Extract Details chart)

Line	Data Field	Business Rule
155.	Percent of Families Enrolled (%)	From the frozen current report as of the PHA fiscal year end, Percent of Families Enrolled. Color number determined in red and bold if the Number of FSS Families Enrolled is less than 80 percent of Number of Mandatory Slots.
156.	Number of Families with Progress Report and Escrow Balances (#)	<ul style="list-style-type: none"> From the frozen current report as of the PHA fiscal year end, Number of Families with Progress Report and Escrow Balances
157.	Percent of Families with Progress Report and Escrow Balance (%)	Percent With Escrow Balance from most recent scored SEMAP profile (Extract Details chart) Color percentage determined in red and bold if the number is less than 30 percent.
158.	Families enrolled in Voucher FSS Program	<p>From the frozen current report as of the PHA fiscal year end, for data fields 177-179, list all families where:</p> <ul style="list-style-type: none"> Program is voucher or certificate (1c = VO or CE) Type of Action is New Admission (2a = 1), Annual Reexamination (2a = 2), Interim Reexamination (2a = 3), Portability Move-in (2a = 4), Other Change of Unit (2a = 7), FSS/WTW Addendum Only (2a = 8), Annual Reexamination Searching (2a = 9), or Historical Adjustment (2a = 14) <p>And</p> <ul style="list-style-type: none"> The family participates in FSS program (17a = "Y" – 'FSS') <p>And</p> <ul style="list-style-type: none"> FSS Report Category is Enrollment (17b = "E") or Progress (17b = "P") <p>Sort in ascending order by last name</p>
159.	Head of Household Name	For 3h = H (Head of Household): <ul style="list-style-type: none"> Last Name (3b) First Name (3c) Middle Initial (3d)
160.	Amount of escrow (\$)	Current FSS account balance: the greater of 17k(1) or 17k(2). Note: Include balances of zero.
161.	Report Type: Enrollment (E) or Progress (P)	For each record, display FSS Report Category (17b)
162.	Number of Families Completing FSS Contract	From the frozen current report as of the PHA fiscal year end, Number of Families Completing FSS Contract

Line	Data Field	Business Rule
163.	Families completing FSS contract	<p>From the frozen current report as of the PHA fiscal year end, for data fields 182-183, list all families where:</p> <ul style="list-style-type: none"> • Program is voucher or certificate (1c = VO or CE) • Type of Action is New Admission (2a = 1), Annual Reexamination (2a = 2), Interim Reexamination (2a = 3), Portability Move-in (2a = 4), Other Change of Unit (2a = 7), FSS/WTW Addendum Only (2a = 8), Annual Reexamination Searching (2a = 9), or Historical Adjustment (2a = 14) <p>And</p> <ul style="list-style-type: none"> • FSS Report Category is Exit (17b = "X") <p>And</p> <ul style="list-style-type: none"> • FSS exit information, Did family complete contract of participation, is Yes (17m(1)="Y") <p>And</p> <ul style="list-style-type: none"> • FSS Effective Date of Action (17c) is within PHA fiscal year being assessed <p>Sort in ascending order by last name</p>
164.	Head of Household Name	<p>For 3h = H (Head of Household):</p> <ul style="list-style-type: none"> • Last Name (3b) • First Name (3c) • Middle Initial (3d)
165.	Effective Date of FSS Action	FSS effective date of action (17c)
166.	Indicator 15: Deconcentration	If response Deconcentration Bonus Indicator is No, display "Not Applicable" and no other data for this indicator
167.	Indicator Points	Points for Indicator 15 (5 or 0 or N/A)
168.	PHA response	Yes or No. .
169.	Deconcentration Data	If the response to the initial question is "Yes", display the section of the Deconcentration Addendum (either 1, 2 or 3) that is completed by the PHA.